

COMMONWEALTH OF VIRGINIA
VIRGINIA STATE LIBRARY AND ARCHIVES
ARCHIVES AND RECORDS DIVISION
(804) 786-5634

RECORDS RETENTION AND DISPOSITION SCHEDULE

SPECIFIC SCHEDULE NO. 601-001

AGENCY: Department of Health

DIVISION: Central Virginia Health Planning Agency (CVHPA)

SUBUNIT:

This schedule is continuing authority under the provisions of the Virginia Public Records Act, §§42.1-76 et seq. Code of Virginia, for the retention and disposition of the records as stated. This schedule supersedes previously approved applicable schedules. Request approval on Form RM-3, Certificate of Records Disposal, for the destruction of record series noted in this schedule. Any records created prior to the Constitution of 1902 must first be offered to the VSL&A before applying these disposition instructions.

AGENCY APPROVAL

STATE APPROVAL

AGENCY HEAD OR DEPUTY Karen Cameron

STATE ARCHIVIST Louis R. Maurin

AGENCY RECORDS MANAGER Tracy O'Brien

COMPTROLLER OR DEPUTY _____

EFFECTIVE SCHEDULE DATE: APR 28

PAGE 1 OF 1 PAGES

RECORD SERIES NUMBER AND TITLE

SCHEDULED RETENTION AND DISPOSITION

- | | |
|---|--|
| <p>1. Certificate of Public Need (COPN)
Files <u>015114</u></p> | <p>Retain 5 years in agency, then transfer to the Virginia State Library and Archives (VSLA) Records Center. Retain in Records Center until 25 years after creation, then destroy.</p> |
| <p>2. Minutes of the Board of Directors and the Health Advisory Council</p> | <p>Retention is in accordance with related records above and is exempt from retention provisions of GS-101.</p> |
| <p>a. Typed or written minutes</p> | <p>Retain 5 years in agency, then transfer to the VSLA Records Center. Retain in Records Center until 25 years after creation, then destroy.</p> |
| <p>b. Untranscribed audio tapes</p> | <p>Retain 5 years in agency, then transfer to the VSLA Records Center. Retain in Records Center until 25 years after creation, then destroy.</p> |
| <p>c. Transcribed audio tapes</p> | <p>Destroy after typed minutes approved.</p> |